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MEMORANDUM FOR: ✓ Deputy Director (Administration)
Deputy Director (Plans)
Deputy Director (Intelligence)
Director of Training
Assistant Director for Communications

SUBJECT : Personnel Data Questionnaire

1. Experience over the past year has indicated that information listed on the Personnel Qualifications Questionnaire, Form 37-152, is inadequate to furnish the comprehensive personnel data required by operating components, career boards and the Office of Personnel. To overcome this deficiency, the attached listing represents items proposed for inclusion in a revised questionnaire.
2. It is proposed that the revised Questionnaire be completed by (a) all new employees at the time of their entrance on duty, and (b) all employees now on duty. In addition, all employees will be asked to bring the information up to date at the end of each year of Agency employment. Completion of the Form by all employees now on duty is based on the assumption that a copy of the completed Questionnaire will be provided on a current basis to each individual's Career Service. The original of the Questionnaire would be filed in the individual's Official Personnel Folder.
3. It is requested that you review this proposed Questionnaire and indicate any suggestions for additional items. Also, please indicate whether the Questionnaire will be of value to the Career Service in your organization. In view of the desire of all concerned for expeditious action, it is further requested that your comments be submitted to this Office by 29 July 1954.


Deputy/Assistant Director
for Personnel

STATINTL

Attachment

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ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

Deputy Assistant Director for Personnel *g*

NO.

DATE

20 JAN 1950

TO—	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. Deputy Director (Administration)	226 Admin.	<i>7/27</i>			
2.					
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